

Speed Cushion Application Process

1. Review eligibility criteria and if eligible, fill out and submit application for speed cushions [Online Application](#)

Individual

- Gather signatures of 5 people within the project area in support of request and identify yourself as the project champion (main point of contact)

Civic Association

- Assign a project champion or chair will assume role

2. City will approve or deny application based on the Speed Cushion Guidelines criteria.
 1. Applications are reviewed twice a year in the Summer (June 15th) and Winter (January 2nd)
 2. If approved, staff will evaluate each application and prioritize them based on the following factors:
 1. Speed, Volumes, Crashes, geographic area of the City, the neighborhood context, the road's classification, potential for cushion placement, and crash history. The applications received will be scored and ranked according to these factors.
 3. The top priority of the season will be pursued as a project. All other applications received will stay in the rankings for 5 years, after which the community member must reapply.
3. If eligible criteria is met, project champion is required to notify each household in project area with flyer distribution and provide signatures in support of project from 70% of addresses on the block - one per household – in project area identified by City staff ([signature page](#)). If the 70% threshold cannot be met, the City will move to the next ranked project in the priority list.
4. Condominium and apartment buildings incorporating 25 or more households will not be required to get signatures from all the residents, but rather the written support of the traffic calming plan by the condominium association or property management company, respectively ([multifamily signature page](#)).
5. City engineers will determine the exact location of the speed cushion(s) per installation guidelines below.
6. City staff will inform project champion & civic association of eligibility and location for installation and may choose to present project at a public hearing or civic association meeting.
If so, project champion will notify residents of the street via flyer or email

7. City staff will prioritize request for speed cushion based on speed and safety considerations to determine timeline for installation, schedule installation and notify civic association and project champion prior to installation and install cushions
8. Project champion will notify residents of the street via flyer or email
9. If appropriate, staff may elect to collect data on adjacent streets